

March 6, 2014

The March 6, 2014 meeting of the NIESA Board was called to order at 7:00 pm by the Chairperson, Roger Pollok.

Voting Members Present: P. Griffes, R. Hanna, R. Lillywhite, R. Hayes, R. Pollok, S. Whelton, S. Diederich,

Non-Voting Members Present: F. Wilbrink

Fire/ EMS Personnel present: M. Flynn, Z Waltersdorf, B. Siegel, S Davis, J Slaton, C. Chamberlain

Other: C. Galbreath, Director

Guests: Benjamin Eichler, Whippletree Financial

Consent Agenda (Agenda I):

- Minutes to the February 6, 2014 Regular Meeting
- Checking Account Summary February 2014
- Treasurer's Report

Motion by Mrs. Whelton to approve the consent agenda as presented, seconded by Mr. Lillywhite. Motion carried.

Public Comment (Agenda II):

Nothing at this time.

Benjamin Eichler Presentation (Agenda III):

Mr. Pollok advised the Finance Committee met to discuss investment options for NIESA funds. Mr. Benjamin Eichler was at the meeting this evening to discuss the options he had presented to the Finance Committee.

Mr. Eichler stated he had prepared an investment plan for NIESA. It is a mutual fund of all government bonds. In essence NIESA was taking the middle man out of the equation. He indicated the bank takes NIESA's funds and invest it in these types of funds. The collection of funds he has put together is earning approximately 4 percent.

Mr. Eichler advised the goal was to make a safe investment that earns more than is currently being collected. The funds would be invested through The Principal. He advised if NIESA invested \$500,000 there would be no fees. If we needed to withdraw the funds early there was no penalty. Discussion followed regarding the funds used in the investment and the specific's of the investment.

Mr. Griffes felt the approval for the investment needed to be done by resolution. Mr. Hanna stated he would prepare a resolution and put this on next month's agenda for action.

Director Position (Agenda IV-A):

Mr. Hanna advised in this evenings packet there's a job posting for the Director. He indicated we have two people from outside the organization that are interested in the position.

Mr. Griffes stated he had a concern with the hours indicated on the description. He did not feel 10-15 hours per week was enough. Mr. Lillywhite agreed. Mr. Griffes indicated that at 10-15 hours a week NIESA is just putting out fires and not moving forward. He also felt the committees are doing things the Director should be doing. He requested the hours be increased to 20-30 hours. Discussion followed.

Mr. Wilbrink felt "management experience" should be added to the requirements, and something advising the candidate they had to be available 24 / 7. Discussion followed.

Mr. Hanna advised the next Personnel Committee meeting is scheduled for March 19th and they will be working on interview questions. Mr. Wilbrink stated they should also work on goals and objectives for the Director.

Motion by Mr. Griffes to approve the job posting for the NIESA director position, with the amendment of changing the hours to 20-30 hours per week. Seconded by Mr. Lillywhite.

Discussion: Mr. Hayes felt the posting needed more requirements. Discussion followed.

Mr. Griffes amended his motion. Motion to approve the job posting for the NIESA Director position, by amending the hours to "20-30 hours per week" and adding "management experience" to the requirements. Seconded by Mr. Lillywhite. Motion carried.

EMT Class Status (Agenda IV-B):

Ms. Curtis advised there is a monthly report in this evenings packet. She stated Mr. Yanz is working with the State of Michigan to get the syllabus put together so the paperwork can be submitted to the State of Michigan. She is hoping to get it submitted this week. She will keep the Board advised.

Ms. Curtis stated all ten of the students who completed the class are willing to participate.

EMS Education Department (Agenda IV-C):

Ms. Curtis advised there were three candidates for the Instructor Coordinator position. The interviews were conducted on Monday and Tuesday of this week. She will be checking a few references, then plans on meeting with Director Galbreath to discuss the candidates and determine the compensation that will be offered.

She is also working on amending the IC's job description to fit the changes the Board requested in the education department, along with drafting a professional agreement for the next IC. Discussion followed.

New Business (Agenda V):

Nothing at this time.

Treasurer Report (Agenda VI):

Mr. Hanna reviewed the Treasurer's report provided in the packet.

Personnel Committee (Agenda VII):

Mr. Hanna advised the committee is shooting for April, or May to install the new Director. Mr. Hanna stated it needed to be posted within the organization for 14 days. Ms. Curtis asked why they can't both post it inside and outside at the same time.

Mrs. Whelton asked if it needed to be placed in a local paper. Mr. Wilbrink wanted it posted in the State Journal, other Board members recommended placing it in the Enterprise and Fowlerville News and Views. Discussion followed regarding publication cost.

Ms. Curtis was directed to check the cost of advertising in the various papers, and meet with Mr. Galbreath and Mr. Hanna to determine the most cost effective location for placement.

Ms. Curtis was directed to put the posting on NIESA's website.

Finance Committee (Agenda VIII):

Nothing at this time.

Comments from Director (Agenda IX):

Mr. Galbreath reported he met with the Finance and Personnel Committees during the last month. He also met the Office Manager and Education Program Sponsor Representative.

Mr. Galbreath advised there were copies of letters that have been exchanged between Williamstown Township and NIESA over the past month. Mr. Galbreath stated Williamstown Township had made a FOIA request to NIESA. NIESA consulted with our legal council, and subsequently the request was denied. However the Director has offered to try to provide them with the information requested, provided they provide NIESA with a list of their residents. Discussion followed regarding Williamstown Township's request, and the purpose of the request.

Comments from Department Chiefs, Supervisor, Biller (Agenda X):

Sherry Davis, EMS Supervisor: Reported EMS responded to 50 calls in February.
Transported 55 patients, had 9 refusals, and gave away 3.

She advised 11-14's repairs have been completed and it is back in service. Since the unit was

out of service for over 30 days the State of Michigan had to inspect the ambulance before it could go back into service.

State of Michigan Inspector, Jamie Janson, came in and did the inspection of 11-14, but also did NIESA's annual inspection for the year. We are good for another year.

She advised they have contacted Horton, and are trying to set up the repairs for 11-16. They are not sure how long it will take for the repairs. Discussion followed.

Chief Flynn: Reported Leroy Township Fire responded to 9 calls in February. He advised it was a fairly quiet month.

They completed their HazMat refresher class 2 weeks ago, and most of their staff attended.

Chief Flynn would like to purchase a new skid unit for their grass rig. He indicated the total cost of the unit was \$13,000, however the Firefighter's Association is going to put \$4,000 towards the purchase. Mr. Hanna advised the request should go to the Finance Committee, and indicated they would be meeting after the Board meeting.

Chief Flynn advised the department is gearing up for a mock accident at Webberville High School on May 2nd.

Chief Siegel: Reported Williamston Fire responded to 11 calls in February. They had a chimney fire and a dishwasher fire. They also had an officers meeting to review the new training requirements under Part 74. With the new requirements you can't just meet once a month for training. He advised they are going to have training twice a month. The second training night will be after the Firemen's Association meeting.

Chief Siegel advised he has two personnel getting ready to graduate from fire school, and has two other personnel he would like to hire. He is going to look into turn out gear rental options. Discussion followed.

Chief Siegel asked the Board what their financial limit was if a disaster happens. Discussion followed.

Comments from Office Manager (Agenda XI):

Mr. Hadrill will be in on March 11th to pick up the records to begin the audit.

There is a problem at the Leroy Township Station. Chief Flynn had a water leak in the radio room. Chief Flynn advised there was a snow and ice build up on the roof where the buildings meet. Discussion followed.

Ms. Curtis advised she will be sending out letters for lawn maintenance bids later this month.

Also the parking lot at the Webberville Station is still on the list of projects to complete this year.

Comments from Board Members (Agenda XII):

Mrs. Whelton advised she went to an art show the other day, and purchased a picture for the Williamston Station. The Board members and personnel thank her for the picture.

Mr. Lillywhite asked the Board members for their opinions on Mr. Eichler's investment recommendation. Mr. Hayes felt the Board should get information from other people regarding investing our funds. Discussion followed.

Mr. Griffes advised at last month's meeting we selected an auditor and per NIESA's SOG we are suppose to hire them for a three years of service we only hired them him for two. He felt NIESA should follow their SOG's. Discussion followed.

It was determined NIESA did authorize a three year audit contract with Mr. Haddrill. He will be providing the audit for 2013, 2014, and 2015

Comments from Association Members (Agenda XIII):

Nothing at this time.

Public Comment (Agenda XIV):

Nothing at this time.

Adjournment (Agenda XV):

Motion by Mrs. Whelton to adjourn the meeting at 8:30 pm, seconded by Mr. Hayes. Motion carried.

Paula M Curtis, Secretary

Date